

Stafford Regional Airport Authority
August 11, 2009
Meeting Minutes

CALL TO ORDER:

The monthly meeting of the Stafford Regional Airport Authority was called to order August 11, 2009, at 8:30 a.m. by Chairman Walt George in the Stafford Regional Airport Conference Room, 75 Aviation Way, Fredericksburg, Virginia 22406.

The Invocation: Mr. Campbell conducted the Invocation, which was followed by the Pledge of Allegiance.
Roll Call: Mr. Wallis conducted Roll Call.
Members Present: Mr. Walt George; Mr. Vern Torney; Mr. Desi Arnaiz; Mr. Hank Scharpenberg; Mr. T. Campbell; Mr. Mike Wood
Members Absent: Mr. John Garvin
Staff Present: Mr. Marshall Eichfeld, Delta Consultant; Mr. Jeff Wellman, Talbert & Bright; Mr. Ed Wallis, Airport Manager; Ms. Suzette Bandy, Executive Assistant
Public Present: Mr. Duane Amann, AOPA; Mr. Bob Carter, Economic Development Authority; Mrs. Francis Cruz, Cruz Vending

Public Presentation: None

AOPA Presentation: Mr. Amann reported.
1. Senate committee approves FAA re-authorization.
2. Mr. Brian Delauter is the acting General Aviation Manager.
3. EAA & AOPA signed a formal Memorandum of Understanding.
4. Mr. Randy Babbitt, FAA Administrator, attended the AirVenture show in Oshkosh, Wisconsin.

Meeting Minutes: July 14, 2009 meeting minutes were deferred until the next Authority board meeting on September 8, 2009.

ENGINEER'S REPORT:

Campbell and Paris: Mr. Wallis reported.

Items Discussed:

Runway 33 Obstructions:

1. Mr. George Paris confirmed with Mr. Chad Carper, and the FAA, that we should go ahead and apply for the funds that have been expensed.
2. Negotiations are continuing.

Mr. Wood made the motion to approve the grant agreement for the costs to date on RWY 33 Obstruction Removal project. Mr. Scharpenberg seconded. Motion passed 4-0. 1 Abstained, 1 recused himself.

Delta Airport Consultant: Mr. Eichfeld reported.

Items Discussed:

Apron Expansion Phase II:

1. Mr. Eichfeld is doing a punch-list inspection today.
2. The project should close out next month.

Talbert & Bright: Mr. Wellman reported.

Items Discussed:

Master Plan Update:

1. Waiting on the Master Plan I grant to be released.

Terminal Building Design Site:

1. Mr. Wellman is working with Mr. Wallis and Mr. Swain, DOAV, on the Stafford County fee for 90% review of the plans.
2. The Authority can pay the review fee or try to negotiate with the County to get the review fee reduced.
3. Mr. Carter suggested that the Authority meet with the Board of Supervisors to ask for the review fees to be reduced.

CHAIRMAN'S REPORT: Mr. George reported.

Items Discussed:

1. Minimum standard responses.
2. Mr. Wallis is to invite Mr. Randy Burdette to next month's Board meeting.
3. Mr. Wallis is to contact Andrea Hourning at Stafford County to see if the Authority can use the T hangars for commercial and promotional operations.
4. DOAV nominated Mr. Wallis as the Airport Manager of the Year.
5. FPED 07 totals.
6. FPED 08.

TREASURER'S REPORT: Mr. George reported.

Items Discussed:

1. June & July Profit & Loss YTD and Balance Sheet.
2. FY10 Budget is to be incorporated in the Profit and Loss YTD report each month.
3. Purchasing Fuel Trucks for FBO.
4. Mr. Wallis is to engage in finding a Jet A Fuel Truck.
5. Engaging Bowling & Franklin for the 2009 audit.
6. Obtaining a bank line of credit.
7. 24th Marine Expeditionary exercise.
8. T-Hangar Occupancy.

Mr. Scharpenberg made the motion to engage Bowling & Franklin to conduct the 2009 audit and that the cost not exceed the amount of \$15,050.00. Mr. Campbell seconded. Motion passed 6-0.

Mr. Wood made the motion to accept the Financial Reports for June and July. Mr. Scharpenberg seconded. Motion passed 6-0.

AIRPORT MANAGER'S REPORT: Mr. Wallis reported.

Items Discussed:

SRA:

1. 24th Marine Expeditionary exercise.
2. Fire extinguisher inspection completed.
3. Radio advertisement for Stafford Regional Airport.
4. Notice to Airman.
5. Important Dates to Remember.
6. Airport Manager Report will no longer be discussed at the regular Board Meetings; the report will be emailed or hand delivered to the Authority. The report will be available in the monthly minutes for public review.

Mr. Wallis requested a motion for the Authority to authorize the Chairman to enter into grant agreement for a Stormwater Pollution Prevention Plan (SWPPP) grant with DOAV. Mr. Torney so moved, and Mr. Campbell seconded. Motion passed 6-0.

Mr. Wallis requested a motion for the Authority to authorize the Chairman to enter into a grant agreement for Advertising and Promotion with DOAV. Mr. Campbell so moved, and Mr. Wood seconded. Motion passed 6-0.

FBO:

1. Fuel gallon total
2. Jet truck maintenance
3. Staff

OPERATIONS:

1. Based aircraft
2. Available T hangars
3. Noise complaints
4. Equipment status
5. Desired equipment list
6. Vehicle fuel use
7. Fuel farm maintenance

Mr. Scharpenberg made the motion for the Authority to seek other sources for radio advertisements. Motion passed 6-0.

OLD BUSINESS:

Items Discussed:

1. Waiting on the tenants' responses to the minimum standards.
2. Mr. Chris Franklin is reviewing the revised Apex Cycle Education contract.
3. RW Obstructions (previously discussed).
4. Fredericksburg Mustang Club.
5. Using Blimp advertisement.
6. FPED 08 (previously discussed).

NEW BUSINESS:

Items Discussed:

1. FY 2010 Budget review (tabled until next Board meeting)
2. News Radio 1230 AM advertising spot.

CLOSED SESSION:

At 9:58 a.m., Mr. Wood made the motion to go into Closed Session under Code of Virginia 2.2-3711A.3., 2.2-3711A.7. Mr. Campbell seconded. Motion passed 6-0.

MOVING BACK INTO OPEN SESSION:

At 10:10 a.m. the Authority moved back into open session.

MOTION(S) PASSED

Mr. Scharpenberg made a motion that the Authority's attorney file a lien against the LLC that has the Crane Corner lease. The lien will attempt to recover the money due to the Authority. Mr. Torney seconded the motion. Motion passed 6-0.

ADJOURNMENT:

Meeting adjourned at 10:23 a.m.

NEXT MEETING:

The Stafford Regional Airport Authority's next regular meeting will be Tuesday September 8, 2009, at 8:30 a.m. in the Conference Room at the Stafford Regional Airport.